

# Washington Office - Fire and Aviation Management Redcard Qualification System (REDCARD)

Version 3.0 Release Notice

July 25, 2002

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## I. Application Description

REDCARD maintains and provides access to the Incident Command System qualifications of people.

## II. Purpose

Please read the entire release notice prior to installation.

This update converts the REDCARD application from Oracle Forms V4.5 to Forms V6.0 and Oracle Reports V2.5 to Reports V6.0. New icons are included, which can be found in Appendix B of the User Reference Guide. Forms V4.5 and Reports V2.5 are no longer supported.

V3.0 provides the user community with post V2.03 application corrections and change requests, as documented in Appendix A, Update Reference.

Ensure that Oracle 8i second follow-on OSTIB #2001-47, dated September 25, 2001 has been applied to the server prior to application of this update. See your System Manager for additional information.

This update will be installed on the PC Client. There is no application server update.

## III. Installation Scope

REDCARD is a mandatory application for all Regions and Forests that issue redcards.

## IV. Technical Support

The first level of technical support is provided through established local support channels. Primary user support is provided by the FS Fire Applications Support Desk as described in the FS National Information Systems Technical Support Plan.

E-Mail:	fire_help@dms.nwcg.gov
Phone:	1-800-253-5559
	208-387-5290
Fax:	208-387-5292

## V. User Documentation

The REDCARD V2.0 User Guide is available on the F&AM Fire Applications Support Desk Web Page at <http://www.fs.fed.us/fire/planning/nist/redcard.html>.

The V2.0 User Guide will be updated with the release of Version 4 of REDCARD.

## VI. Client Installation

Responsibility for completion: PC User and/or System Administrator

The client installation of the REDCARD application is inclusive of all forms, reports, menus, and icons hosted on the PC Client. They are located in the **c:\fsapps\fam\redcard** directory on a Windows 95 pc and in the **c:\fsapps\fsprod\fam\redcard** directory on a Windows 2000 pc.

Prior to installation, determine if:

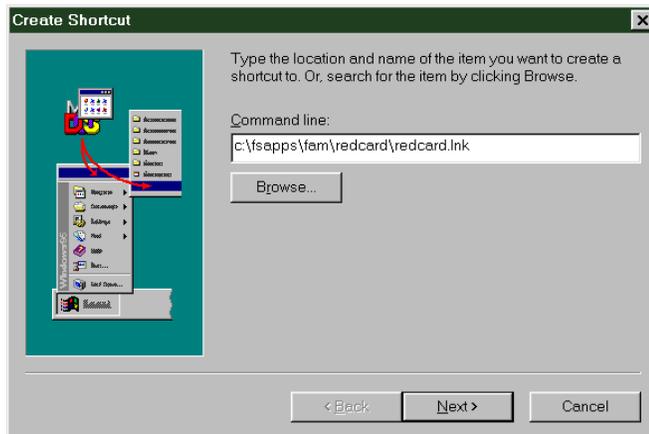
1. Installing on a Windows 95 or a Windows 2000 pc.
2. Oracle Client 2 or Oracle Client 3 package is installed on the pc.

*Select either section A, Windows 95 PC or section B, Windows 2000.*

### A. Windows 95 PC

1. Ensure all users are logged out of REDCARD on the pc client.
2. From a web browser navigate to the F&AM Applications Helpdesk website:  
  
<http://www.fs.fed.us/fire/planning/nist/redcard.html>
3. Save redcard\_3\_w95.exe to the c:\tmp directory or a temporary directory of your choice. The redcard\_3\_w95.exe file size is 884736 bytes.
4. Exit the web browser.
5. Navigate to c:\tmp or the temporary directory where redcard\_3\_w95.exe has been saved.
6. Double click the redcard\_3\_w95.exe icon. Select Unzip from the WinZip self extractor window. The REDCARD application (50 files) will unzip to the c:\fsapps\fam\redcard directory.
7. Select OK, then close in the WinZip self extractor window.
8. Create the 'F&AM Applications' program group if it doesn't exist. **With this update, the REDCARD shortcut properties have changed. Therefore, any existing shortcut must be replaced.**
  - a) Right click on your Desktop Taskbar and select Properties. The Taskbar properties window will display.
  - b) Select the Start Menu Programs tab, click on Add.

- c) Enter `c:\fsapps\fam\redcard\redcard.lnk` in the Command line of the Create Shortcut window or select Browse and navigate to the `c:\fsapps\fam\redcard` and select the REDCARD shortcut. Select Next.



- d) 'Programs' will be selected in the Select Program Folder window. Scroll to and select 'F&AM Applications'. Select Next.
- e) If the 'F&AM Applications' does not exist in the Programs folder, select New Folder and call the folder 'F&AM Applications'. Select Next.
- f) Enter 'REDCARD' when asked to select a name for the REDCARD shortcut and select Finish. **If a shortcut with the same name already exists in the folder, select 'Yes' to replace it.**
- g) Click OK in the Taskbar Properties window.
9. The Oracle Client 3 software (ostib-2002-26) for Windows 95/2000 was released May 8, 2002. After the Client 3 software has been installed on your PC, you will be required to update the Redcard application icon to reflect the new location of the runtime component. The runtime component moved to a new directory in the Oracle Client 3 release.
- Right click on the Redcard application icon and select 'Properties'. Change the target location path from:
- ```
c:\fsapps\orawin95\bin\ifrun60.exe rmain.fmx  
TO:  
c:\oracle\runtim6i\bin\ifrun60.exe rmain.fmx
```
10. Following installation, navigate to the `c:\tmp` or the temporary directory where `redcard_3_w95.exe` is stored. Delete `redcard_3_w95.exe`.
11. Close all open windows.

## B. Windows 2000 PC

Responsibility for completion: PC User and/or System Administrator

This installation may be accomplished with logon id fssetup, fsguest or as your userid/password.

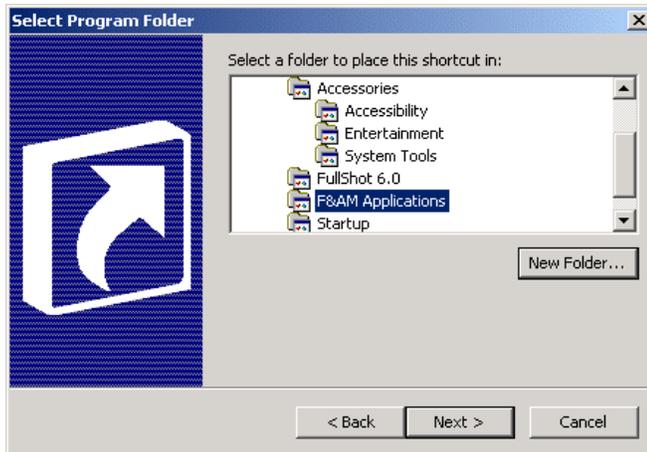
Please note the change in the directory structure from c:\fsapps\fam\redcard to c:\fsapps\fsprod\fam\redcard. If REDCARD has been previously installed on the W2K PC, complete Steps 1 and 2 before continuing to **'Installation'**.

1. From your PC desktop, navigate to the c:\fsapps\fam\redcard directory.
2. Right click on the REDCARD folder and delete the folder.

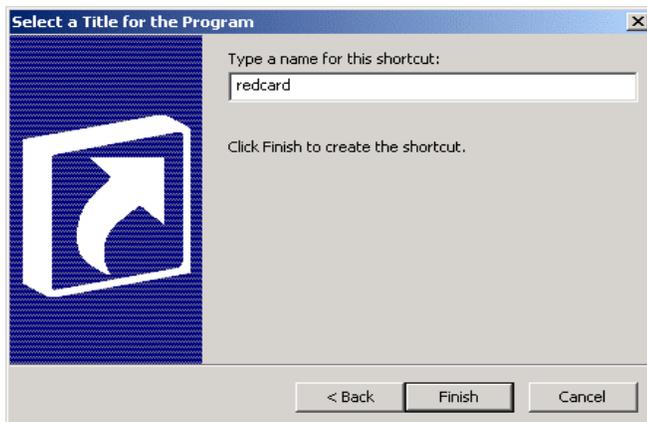
### Installation

1. Ensure all users are logged out of REDCARD on the pc client.
2. From a web browser navigate to the F&AM Applications Helpdesk website:  
  
<http://www.fs.fed.us/fire/planning/nist/redcard.html>
3. Save redcard\_3\_w2k.exe to the c:\tmp directory or a temporary directory of your choice. The redcard\_3\_w2k.exe file size is 884736 bytes.
4. Exit the web browser.
5. Navigate to c:\tmp or the temporary directory where redcard\_3\_w2k has been saved.
  - a. Double click the redcard\_3\_w2k.exe icon. Select Unzip from the WinZip self extractor window. The REDCARD application (50 files) will unzip to the c:\fsapps\fsprod\fam\redcard directory.
  - b. Select OK, then close in the WinZip self extractor window.
6. Create the 'F&AM Applications' program group if it doesn't exist. **With this update, the REDCARD shortcut properties have changed. Therefore, the shortcut must be replaced.**
  - a) Right click on your Desktop Taskbar in a blank space and select Properties. The Taskbar properties will display.
  - b) Select the Advanced tab, click on Add.
  - c) Enter c:\fsapps\fsprod\fam\redcard\redcard.lnk in the "location of the item" window or select Browse and navigate to c:\fsapps\fsprod\fam\redcard and select the REDCARD shortcut. Select Next.

- d) 'Programs' will be selected in the Select Program Folder window. Scroll to and select 'F&AM Applications'. Select Next.
- e) If the 'F&AM Applications' does not exist in the Programs folder, select New Folder and call the folder 'F&AM Applications'. Select Next.



- f) Enter 'REDCARD' when asked to select a name for the shortcut and select Finish. If the shortcut already exists, select 'Yes' to replace it.



- g) Click OK in the Taskbar and Start Menu Properties window.

7. The Oracle Client 3 software (ostib-2002-26) for Windows 95/2000 was released May 8, 2002. After the Client 3 software has been installed on your PC, you will be required to update the Redcard application icon to reflect the new location of the runtime component. The runtime component moved to a new directory in the Oracle Client 3 release.

Right click on the Redcard application icon and select 'Properties'. Change the target location path from:

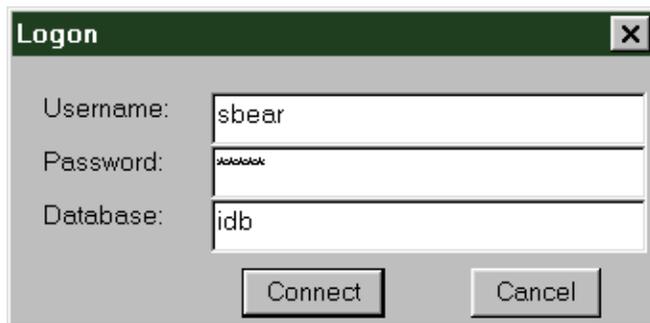
`c:\orant\bin\ifrun60.exe rmain.fmx`

TO:  
c:\oracle\runtim6i\bin\ifrun60.exe rmain.fmx

8. Following installation, navigate to the c:\tmp or the temporary directory where redcard\_3\_w2k.exe is stored. Delete the file.
9. Close all open windows.

## VII. Run REDCARD

1. Select Start from the desktop taskbar, Programs, F&AM Applications and click on REDCARD. A logon window will display. Enter your username, password and database host name.



## VIII. Uninstall REDCARD

If it becomes necessary to uninstall the REDCARD application from your PC, proceed with the following.

1. From your PC desktop, navigate to the c:\fsapps\fam\redcard directory for W95 PC's or c:\fsapps\fsprod\fam\redcard directory for W2K PC's.
2. Right click on the REDCARD folder and delete the folder.
3. Select Start from the desktop taskbar, Find or Search, then Files or Folders. Enter 'REDCARD' as the search criteria. Delete all files which contain the 'REDCARD' search criteria.

## **Appendix A**

### **Update Reference**

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#### ***Application Functionality***

Removed 'Utilities' from the Main Menu. It will be available in a future release.

Repositioned the icons at the bottom of each screen and added a popup label for each icon.

The Tab key, Enter key, F9, and List of Values Button now work more consistently from screen to screen.

#### ***Certify***

Information is saved when the cursor is moved from one row to the next.

Selecting the 'Approve All' button will approve all available qualifications, training, experience, task books, target positions, fitness and refresher records. The screens for training, experience, task books, target positions, fitness and refresher will not be displayed if no records exist for that person.

#### **Qualifications**

Correctly identifies when a person has met all the prerequisites for a JOB. This fix addressed a bug that occurred when a qualification was being saved. In some cases, the program issued a message telling the user the person did not meet the experience prerequisites when they actually did. A logic error did not handle positions with NONE or null entered for the experience prerequisite.

When approving qualifications, fixed bug where qualification stayed approved even though the user asked that it NOT be approved. This occurred when 'Update Existing Approval' was checked and the program prompted the user because the person's prerequisites were not adequate for the qualification. Values for approval person and approval date were not getting set back to null.

On input, validates input dates for consistent format of MM/DD/YYYY. Dates are stored in this format, but were displayed as MM/YYYY.

On input, 'Effective' date must not be less than the current date minus 50 years and must be less than the current date.

'Approving Official' will be populated with the most recent 'Approving Official' name. If it has been more than two years since the qualifications have been approved, 'Approving Official' will be blank.

Approval column is expanded by clicking on the 'Aprv+' button at the top of the column.

Selecting 'Close' will close the column.

Comment column is expanded by clicking on the 'Cmnt+' button at the top of the column. Selecting 'Close' will close the column.

### **Training**

On input, validates input dates for consistent format of MM/DD/YYYY. Dates are stored in this format, but were displayed as MM/YYYY.

On input, 'Planned' date must not be less than the current date minus 50 years and must not be greater than the current date plus five years.

On input, 'Completed' date must be greater than the 'Planned' date and must not be greater than the current date.

Approval column is expanded by clicking on the 'Aprv+' button at the top of the column. Selecting 'Close' will close the column.

Comment column is expanded by clicking on the 'Cmnt+' button at the top of the column. Selecting 'Close' will close the column.

### **Experience**

On input, validates input dates for consistent format of MM/DD/YYYY. Dates are stored in this format, but were displayed as MM/YYYY.

On input, 'Start' date must not be less than the current date minus 50 years and must be less than the current date.

On input, 'End' date must be greater than the 'Start' date and must not be greater than the current date.

Approval column is expanded by clicking on the 'Aprv+' button at the top of the column. Selecting 'Close' will close the column.

Comment column is expanded by clicking on the 'Cmnt+' button at the top of the column. Selecting 'Close' will close the column.

### **Task Book**

When a task book is initiated, an OJT qualification is created for the person. The effective date of the new OJT qualification was changed from 01/01/[task book start date year], to the same month, day, and year as the task book start date.

When a task book is completed, a 'JOB' qualification is created for the person. The effective date of the new 'JOB' qualification was changed from 01/01/[task book completed date year], to the same month, day, and year as the task book completed date.

On input, validates input dates for consistent format of MM/DD/YYYY. Dates are stored in this format, but were displayed as MM/YYYY.

On input, 'Initiated' date must not be less than the current date minus 50 years and must be less than the current date.

On input, 'Completed' date must be greater than the 'Initiated' date and must not be greater than the current date.

Approval column is expanded by clicking on the 'Aprv+' button at the top of the column. Selecting 'Close' will close the column.

Comment column is expanded by clicking on the 'Cmnt+' button at the top of the column. Selecting 'Close' will close the column.

### **Target Position**

On input, validates input dates for consistent format of MM/DD/YYYY. Dates are stored in this format, but were displayed as MM/YYYY.

On input, 'Start' date must not be less than the current date minus 50 years and must be less than the current date.

On input, 'End' date must be greater than the 'Start' date and must not be greater than the current date.

Approval column is expanded by clicking on the 'Aprv+' button at the top of the column. Selecting 'Close' will close the column.

Comment column is expanded by clicking on the 'Cmnt+' button at the top of the column. Selecting 'Close' will close the column.

Fixed bug where approval was not correctly displayed on 'Required Training' section.

### **Fitness & Refresher**

On input, validates input dates for consistent format of MM/DD/YYYY. Dates are stored in this format, but were displayed as MM/YYYY.

On input, 'Start' date must not be less than the current date minus 50 years and must be less than the current date.

On input, 'End' date must be greater than the 'Start' date and must not be greater than the current date.

Approval column is expanded by clicking on the 'Aprv+' button at the top of the column. Selecting 'Close' will close the column.

Comment column is expanded by clicking on the 'Cmnt+' button at the top of the column. Selecting 'Close' will close the column.

## ***Info Mgmt***

### **Courses**

Displays 'Deleted' date if the course has been deleted.

### **Persons**

In order to display information from the database in the 'Persons' screen, the user must perform a query.

The query for all rows on the database may be executed by entering a percent sign in the 'Last Name' or in the 'Social Security Number'. All person's records will be retrieved from the database. The records can be displayed in alphabetical sequence by using next or the down arrow.

On input, 'Social Security Number' must be greater than all zeros (000000000) and less than all nines (999999999).

On input, 'Date of Birth (DOB)' must not be less than the current date minus 80 years and must be less than the current date minus 18 years.

## ***REPORTS***

### **Parameter Screens**

Displays the name of the report that will be generated.

In addition to the cancel button, the X in the upper right hand corner can be used to close the parameter screen and return to the Main REDCARD Screen.

Allows the creation of an Acrobat PDF formatted report through the use of a radio button. The default output is the 'Previewer'.

If 'Last Name' was deleted, the report kept generating for the person whose name was deleted. This has been corrected.

### **Report Format**

This update allows the user to capture reports to a file in PDF format.

All reports display the input parameter selection criteria on the upper right hand corner of the report.

If no records are selected based on the selection criteria, a message stating no records were found will be printed on the report.

All reports will print on 8.5 x 11 inch paper.

Corrected 'Page Setup' to correctly choose either landscape or portrait page orientation.

All fonts within the application are updated to 'True Type Times New Roman', font size 11 for report titles and font size 10 for report text output.

Report titles and column headings are updated to a bold font. All other report text output is regular.

### **Redcard Report**

Form NFES 1528 will not be used for printing Redcards. We suggest either 20lb plain paper or 60/65lb cardstock. Cardstock that is 110lbs is too stiff to be printed through most laser printers and will not readily fold to fit in a wallet. Three Redcards will print in landscape mode and must be cut to size. The option to print one Redcard is still available through the parameter screen.

No 'Social Security Numbers' will be printed on the REDCARD report.

Fixed bug in report where if the fitness was adequate, but expired, the qualification still printed on the card.

Fixed report output to not print blank lines for qualifications that were current, but lacked fitness. Now the qualifications do not print and no blank lines print between qualifications.

### **Master Record Report**

The asterisk symbol (\*) by qualifications now denotes those qualifications are NOT current or do NOT meet fitness requirements.

The text in the 'Comment' field often has "Enter Approval Reason" repeated several times. Modified report output to only print that text one time.

### **IDP Report**

Modified output for 'Experience Prerequisites' section to show group number at left and also removed the "and" from the end of the prerequisites text.

Fixed bug in report selection where it was not filtering by user entered parameters Unit and Organization.

Fixed problem where initial report display was right justified resulting in what appeared to be a blank report.

Corrected spelling of “satisfy” on report output.

### **Dispatcher List Report**

Added people qualified for OJT (Trainee) positions to the ‘Dispatcher List’ with an indicator of ‘OJT’ next to the name.

Added column to display NWCG/Org code before ‘Dispatched By’ column.

### **Workforce Analysis Report**

Created a new report that outputs the same summary information as seen on the ‘Workforce Analysis’ data entry screen.

### **Courses by Code, Description & Qualifications by Code, Description Reports**

Added columns to display ‘Delete Date’ and ‘Replaced by’.

Qualifications reports are modified to display all types of positions rather than those only of type ‘JOB’.

## Appendix B File Listing

|          |     |         |          |        |                  |     |
|----------|-----|---------|----------|--------|------------------|-----|
| CANQRY   | ICO | 766     | 05-28-98 | 6:22p  | canqry.ico       |     |
| CLEAR    | ICO | 766     | 05-28-98 | 4:10p  | clear.ico        |     |
| DOWN     | ICO | 766     | 01-24-96 | 2:04p  | DOWN.ICO         |     |
| ENTQRY   | ICO | 766     | 05-28-98 | 6:22p  | entqry.ico       |     |
| EXECUTE  | ICO | 766     | 01-24-96 | 2:04p  | EXECUTE.ICO      |     |
| EXIT     | ICO | 766     | 05-28-98 | 4:19p  | exit.ico         |     |
| LEFT     | ICO | 766     | 01-24-96 | 2:07p  | LEFT.ICO         |     |
| LISTVAL  | ICO | 767     | 01-08-02 | 10:02a | listval.ico      |     |
| RCCCODE  | REP | 57,344  | 04-15-02 | 4:32p  | rcccode.rep      |     |
| RCCDESC  | REP | 57,344  | 02-20-02 | 7:00p  | rccdesc.rep      |     |
| RCCERT   | FMX | 581,808 | 07-23-02 | 4:31p  | rccert.fmx       |     |
| RCCOURSE | FMX | 36,380  | 01-14-02 | 7:38p  | rcccourse.fmx    |     |
| RCCOUR~1 | FMX | 36,516  | 01-14-02 | 7:40p  | rcccourseNat.fmx |     |
| RCCREW   | REP | 81,920  | 02-21-02 | 8:16a  | rccrew.rep       |     |
| RCDISP   | REP | 155,648 | 07-24-02 | 9:21a  | rcdisp.rep       |     |
| RCFIT    | REP | 114,688 | 03-02-02 | 1:17p  | rcfit.rep        |     |
| RCIDP    | REP | 126,976 | 02-21-02 | 8:18a  | rcidp.rep        |     |
| RCJCODE  | REP | 57,344  | 04-16-02 | 8:48a  | rcjcode.rep      |     |
| RCJDESC  | REP | 61,440  | 04-16-02 | 8:50a  | rcjdesc.rep      |     |
| RCJOBS   | FMX | 38,028  | 01-14-02 | 7:44p  | rcjobs.fmx       |     |
| RCJOBS~1 | FMX | 38,264  | 01-14-02 | 7:45p  | rcjobsNat.fmx    |     |
| RCMAIN   | FMX | 172,768 | 06-27-02 | 8:41a  | rcmain.fmx       |     |
| RCMAIN   | MMX | 57,948  | 12-28-01 | 10:12a | rcmain.mmx       |     |
| RCMASTER | REP | 225,280 | 07-23-02 | 11:40p | rcmaster.rep     |     |
| RCMENU   | MMX | 51,608  | 12-28-01 | 10:11a | rcmenu.mmx       |     |
| RCORGS   | FMX | 62,680  | 07-24-02 | 9:13a  | rcorgs.fmx       |     |
| RCPERS   | FMX | 79,968  | 03-05-02 | 9:12a  | rcpers.fmx       |     |
| RCPLTRN  | REP | 94,208  | 07-24-02 | 9:16a  | rcpltrn.rep      |     |
| RCPREREQ | FMX | 52,264  | 01-03-01 | 12:16p | rcprereq.fmx     |     |
| RCQUAL1  | REP | 114,688 | 02-25-02 | 10:48a | rcqual1.rep      |     |
| RCQUAL2  | REP | 114,688 | 02-21-02 | 1:56p  | rcqual2.rep      |     |
| RCQUAL3  | REP | 114,688 | 02-21-02 | 12:06p | rcqual3.rep      |     |
| RCQUAL4  | REP | 114,688 | 02-21-02 | 12:13p | rcqual4.rep      |     |
| RCQUALEX | REP | 90,112  | 02-21-02 | 2:24p  | rcqualex.rep     |     |
| RCREDCD  | REP | 106,496 | 05-29-02 | 4:07p  | rcredcd.rep      |     |
| RCRPTPR1 | FMX | 63,024  | 06-24-02 | 8:31a  | rcrptpr1.fmx     |     |
| RCRPTPR2 | FMX | 50,436  | 06-24-02 | 8:33a  | rcrptpr2.fmx     |     |
| RCRPTPR3 | FMX | 54,784  | 06-24-02 | 8:35a  | rcrptpr3.fmx     |     |
| RCRPTPR4 | FMX | 54,672  | 06-24-02 | 8:39a  | rcrptpr4.fmx     |     |
| RCRPTPR5 | FMX | 50,704  | 06-24-02 | 8:42a  | rcrptpr5.fmx     |     |
| RCRPTPR6 | FMX | 62,756  | 06-24-02 | 8:42a  | rcrptpr6.fmx     |     |
| RCRPTPR7 | FMX | 37,292  | 06-24-02 | 8:44a  | rcrptpr7.fmx     |     |
| RCTASKBK | REP | 94,208  | 03-06-02 | 11:20a | rctaskbk.rep     |     |
| RCWFREQ  | FMX | 74,120  | 07-23-02 | 11:08p | rcwfreq.fmx      |     |
| RCWFREQ  | REP | 131,072 | 03-01-02 | 9:02p  | rcwfreq.rep      |     |
| REDCARD  | ICO | 2,238   | 06-03-02 | 2:03p  | redcard.ico      | W2K |
| REDCARD  | LNK | 370     | 06-27-02 | 1:17p  | redcard.lnk      | W2K |
| REDCARD  | ICO | 2,238   | 06-03-02 | 2:03p  | redcard.ico      | W95 |
| REDCARD  | LNK | 397     | 06-27-02 | 1:16p  | redcard.lnk      | W95 |
| RIGHT    | ICO | 766     | 01-24-96 | 2:09p  | RIGHT.ICO        |     |
| SAVE     | ICO | 766     | 05-28-98 | 4:12p  | save.ico         |     |
| UP       | ICO | 766     | 01-24-96 | 2:13p  | UP.ICO           |     |